

Decorah CSD

Decorah EA/ISEA

7/1/2006 6/30/2007

AN AGREEMENT

BETWEEN THE

***DECORAH COMMUNITY SCHOOL
DISTRICT***

AND THE

DECORAH EDUCATION ASSOCIATION

2006-2007

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PUBLIC EMPLOYMENT
RELATIONS BOARD

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Article I: DEFINITIONS

A. **REPRESENTATIVE.**

The Decorah Education Association, an affiliate of the Iowa State Education Association and the National Education Association, is the certified bargaining representative for all persons employed by the Board of Education of the Decorah Community School District as set forth in the certification instrument issued by the Public Employment Relations Board on the 23rd day of June, 1986, (Case No. 3230).

The bargaining unit described in the above certification is as follows:

INCLUDED: All professional employees of the District including teachers, counselors, librarians, federal program instructors, coaches, and all others employed in a professional capacity that would require a teaching certificate.

EXCLUDED: Superintendent, principals, all non-professional employees, and all others excluded by Section 4 of this Act.

B. **BOARD.**

The term "Board", "District", or "employer" as used in this Agreement shall mean the Board of Education of the Decorah Community School District and/or its duly authorized representative(s) or agent(s).

C. **EMPLOYEE.**

The term "employee" as used in this Agreement shall mean a (all) person(s) represented by this Association as members of the bargaining unit as defined and certified by the Public Employment Relations Board.

D. **ASSOCIATION.**

The term "association" as used in this Agreement shall mean the Decorah Education Association and/or its duly authorized representative(s) or agent(s).

E. **DAY.**

The term "day" as used in this Agreement shall mean a day when bargaining unit employees are required to be at their assigned locations.

F. **GRIEVANT.**

The term "grievant" as used in this Agreement shall mean the employee, group of employees, or Association filing a grievance.

G. **GRIEVANCE.**

The term "grievance", as used in this Agreement, shall mean a claim by a grievant that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

H. **SALARY SCHEDULE BASE SALARY.**

The term "salary schedule base salary" as used in this Agreement shall mean the employee's salary according to proper step and lane placement on Schedule A: Salary Schedule, and shall not include salary for supplemental duties (according to Schedule C: Supplemental Salary Schedule).

Article II: GRIEVANCE PROCEDURE

A. PURPOSE.

The purpose of this procedure is to secure at the lowest possible level equitable solutions to alleged violations, misinterpretations, or misapplications of the provisions of this Agreement.

B. REPRESENTATION.

A grievant may be represented at all stages of the grievance procedure by himself/herself or, at the option of the grievant, by an Association representative. When a grievant is not represented by the Association, the Association shall have the right to be present at all levels as a party of interest.

Grievances involving more than one supervisor and grievances involving an administrator above the building level, and alleged violations of Association rights shall be initiated at Level II.

The Association may continue and submit to arbitration any grievance filed and later dropped by a grievant, if the grievance involves a question of the application or interpretation of this Agreement.

C. TIMELINES.

Failure of the grievant or Association to adhere to the timelines set forth below shall render the grievance null and void. Failure of the appropriate administrator to render a decision within the specified time limits shall cause the grievance to advance to the next Level unless withdrawn by the Association on behalf of the grievant. The time limit specified may be extended by mutual agreement.

D. INFORMAL GRIEVANCE RESOLUTION.

An attempt shall be made to resolve the grievance through an informal discussion between the grievant and his or her principal. The grievant shall have the right to Association representation at this meeting.

E. LEVEL I.

If the grievance is not resolved informally, the grievant shall file the grievance with his or her principal in writing on the Grievance Form (See Appendix A) within fifteen (15) school days from the date of the occurrence of the event giving rise to the grievance, or from the time when such event might reasonably have been ascertained to have occurred. The principal will arrange for a meeting to take place within (5) school days after the receipt of the grievance. The principal shall provide the grievant and the Association with a written answer to the grievance within (5) school days after the meeting. Such answer shall include the reasons upon which the decisions were based.

F. LEVEL II.

If the grievant is not satisfied with the disposition of his/her grievance at Level I, the grievance may be referred to the superintendent or his/her official designee within five (5) school days of the written answer at Level I. If no written answer to the grievance has been provided within the specified time limit at Level I, the grievance shall be referred to the superintendent or his/her official designee within five (5) school days of the due date for the written answer at Level I. The superintendent shall arrange for a conference with the grievant and the Association which shall take place within five (5) days of the superintendent's receipt of the grievance. The Association shall have the right to include in the conference witnesses and representatives as necessary to develop facts pertinent to the grievance. Within five (5) school days of the conclusion of the conference, the superintendent shall provide the grievant and the Association with a written decision which shall include the reasons for the decision.

Article II: GRIEVANCE PROCEDURE continued:

G. LEVEL III.

If the grievant is not satisfied with the disposition of the grievance at Level II, the Association, within five (5) school days of the written answer, may on behalf of the grievant submit in writing a request to the superintendent to proceed to binding arbitration. If no written answer to the grievance has been provided within the specified time limit at Level II, the Association may on behalf of the grievant submit the grievance to binding arbitration. Within ten (10) school days after such written notice of arbitration, the superintendent and Association may attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten day period, the parties shall request a list of arbitrators from the Public Employment Relations Board. The parties shall determine by lot who shall remove the first name and will do so with two (2) school days of receipt of the list. The parties shall then alternately strike one name at a time until only one name remains, and the remaining name shall be the arbitrator. The arbitrator shall render a written decision to the parties following a hearing on the issues. The decision of the arbitrator shall be binding on both parties.

The costs for the services of the arbitrator will be borne equally by the Board and the Association.

The arbitrator selected will confer with the representatives of the Board and the Association, hold hearing(s), and issue his/her decision not later than thirty (30) days from the date of the close of the hearings, or, if oral hearings have been waived, from the date the final statements, proofs, and/or briefs are submitted. The parties will be bound by the rules and procedures of the Public Employment Relations Board.

The arbitrator in the written opinion shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The arbitrator's authority shall be limited to deciding only the issue or issues presented to the arbitrator by the Board and the Association, and the arbitrator's decision must be based solely and only upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement. The decision of the arbitrator shall be final and binding upon the parties, not subject to appeal, except as specifically allowed by law.

H. ANSWER REQUIRED.

The principal and the superintendent are required to prepare and deliver an answer at their respective levels of the grievance procedure even though the timeline for the answer has expired and the grievance has moved to the next step.

I. NO REPRISALS.

The Board and the Association agree that none of their representatives will take reprisals against any bargaining unit member because of any participation in this grievance procedure, all as provided by law.

J. GRIEVANCE FILES.

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the grievants until a decision has been reached.

Article III: ASSOCIATION RIGHTS

A. USE OF FACILITIES.

The Association shall have the right to make use of school buildings, facilities, and office equipment at reasonable hours. The Association shall pay for the actual cost of the materials and supplies incidental to such use. The Association shall schedule the use of school buildings, facilities, and office equipment through the appropriate building administrators.

B. COMMUNICATIONS.

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, at least one of which shall be provided by the Board in each school building in areas designated for employee use such as employee lounges and workrooms. The Association may use the District mail service(s), including E-mail and dial-in access, and employee mailboxes for communications to employees and may use the District telephone system. The Association shall pay for any charges incidental to such uses.

Article IV: PAYROLL DEDUCTIONS

A. DUES DEDUCTION.

1. Authorization.

Any employee, who is a member of the Association or who has applied for membership, may sign and deliver to the Board or its designee an assignment authorizing payroll deduction of organizational dues, fees, and donations. The form of the assignment shall be as set forth in Appendix B: Dues Deduction Authorization Form. The word "dues" shall not be construed to include initiation fees, back dues, or fines.

2. Regular Deduction.

Pursuant to receipt of a proper deduction authorization, the Board shall deduct one-eighteenth (1/18) of the total amount authorized from the regular salary check of the employee each month for nine (9) months, beginning in October and ending in June, or the Board shall deduct one-seventh (1/7) of the total amount authorized from the regular salary check of the employee each month for three and one-half (3.5) months, beginning on September 15 and ending in December, at the employee's option. The Dues Deduction Authorization form must be delivered to the Board no later than ten (10) days before the end of the pay period in order for dues deduction to commence with that period's payroll.

3. Pro-Rated Deduction.

Employees who begin employment after September shall have the total amount pro-rated on the basis of the remaining months of employment through June.

4. Duration.

Such Authorization to Deduct may continue in effect from year to year unless revoked by thirty (30) days written notice to the Board and to the Association.

B. OTHER DEDUCTIONS.

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union(s), savings bonds, charitable donations, contractual insurances, and other programs, all as approved by the Board and Association. Any written authorization for a new deduction or for a change in deductions shall be filed with the Board Secretary on or before October 1 or January 1 of each school year for deductions to be made for all payroll periods after that date.

C. INDEMNIFICATION OF BOARD.

The Association agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs and reasonable attorneys' fees in any way arising out of application of the provisions in the Agreement between the parties for dues deductions and other deductions, whether same are caused by the negligence of the indemnified parties or otherwise.

Article V: HOURS OF WORK

A. WORKDAY.

The workday shall be: 7:45 a.m. to 3:30 p.m., including a duty-free lunch period. On Fridays, the work day shall end fifteen (15) minutes before the end of the scheduled workday. On days preceding holidays or vacation periods, the workday shall end at the close of the students' day. Workdays shortened for students by inclement weather or other emergency situations shall be shortened for employees at the same rate of time.

Exceptions to this workday schedule may occur when the administration schedules teachers' meetings, early dismissal, or when employees' presence is necessary for the safety of students. Also, parent-teacher conferences, class or student organizations sponsorship, and other activities which have been usually and customarily performed by the employees will continue to be performed by them at such reasonable times and places as determined by the principal or superintendent. In addition, all employees will perform up to two and a half hours of services annually for parent-teacher meetings as determined by the principal or superintendent.

As has been usual and customary, an employee may request release time for personal business during time blocks not regularly scheduled for direct student instruction or supervision. The employee must request such release from his/her principal. This release time may not be used to avoid another exceptional assignment.

B. DUTY-FREE LUNCH.

Each employee shall have a paid duty-free lunch period during the work day, except for employees whose assignments require student lunch supervision. This period of time shall equal the lunch period assigned to students at that building, with a minimum of twenty-five (25) minutes.

C. PREPARATION TIME.

Each employee shall have one (1) class period as determined at each building for preparation during the scheduled student day. Such time shall be in addition to the employee's duty-free lunch period and time for travel.

D. WORK WEEK.

The work week shall include the days of Monday through Friday but exclude the days of Saturday and Sunday, except for time required by activities contracted as specified in the supplemental pay schedule. Saturday school days, as allowed by law, will be the exceptions, e.g., make-up day.

E. SPECIAL ASSIGNMENTS.

Any contractual hours, in addition to the workday in Section A of this Article, such as but not limited to early-bird classes, adult education, driver education, and summer and evening courses, but excepting time required by activities contracted as specified in the supplemental pay schedule, shall be by mutual agreement.

Article VI: HOLIDAYS AND VACATIONS

A. PAID HOLIDAYS.

The Board shall provide the following three (3) paid holidays: Labor Day; President's Day; and Memorial Day. No employee shall be required to perform duties on any of the above holidays.

B. VACATION PERIODS.

The Board shall provide the following vacation periods as included in the school calendar:

1. Thanksgiving.
2. Christmas/Winter.
3. Spring.

Article VII: SICK LEAVE

Sick leave will be granted to employees for personal illness or injury according to the following schedule:

1st year of employment	10 days
2nd year of employment	11 days
3rd year of employment	12 days
4th year of employment	13 days
5th year of employment	14 days
*6th and subsequent years of employment	15 days

If there should be any unused portion of sick leave in any one year, it shall be cumulative up to a maximum of one hundred sixty-five (165) days. *The annual allotment of sick leave set forth in the above schedule will be granted for each new year only to the extent that it does not increase the total number of sick leave days to more than one hundred sixty-five (165) days. The Board may require such reasonable evidence as it may desire confirming the necessity for such leave.

If an employee uses two (2) or fewer sick leave days during a school year, one (1) sick leave day provided during the next school year may be designated by the employee as a wellness day and be available to the employee with the same conditions as personal leave during that school year. The wellness day does not accumulate, and no additional compensation is provided if the wellness day is not used during the school year in which it is provided.

Article VIII: PAID LEAVES OF ABSENCE

Employees shall be entitled to the following annual temporary leaves of absence at full pay, which may be used in one-half (1/2) day increments, except as specifically set forth below. Less than full-time employees shall have leaves pro-rated according to their part-time contract.

A. BEREAVEMENT LEAVE.

Employees shall be granted a leave of absence, without loss of salary, for up to five (5) days per incident, for death of the employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, or any other person regularly residing in the employee's immediate household. In addition, the Superintendent may, in the Superintendent's discretion, grant up to two (2) days leave per incident in the event of the death of a friend or relative outside the employee's immediate household as defined above.

B. JURY LEAVE AND LEGAL LEAVE.

Any employee called for jury duty during regular work hours or who is required to appear by subpoena in any judicial or administrative proceeding shall be entitled to leave without loss of pay. Any fees or non-travel remuneration the employee receives during such leave shall be turned over to the Board.

C. PERSONAL LEAVE.

Each member of the certified teaching staff shall be allowed two (2) leave days per school year without loss of salary for personal reasons according to the following stipulations:

1. The teacher need not provide any type of explanation.
2. The leave must be requested in writing three (3) days in advance of the leave dates; in cases of emergency, the three day advance notice may be reduced.
3. The leave shall be used in increments of not less than one-half (1/2) day.
4. Unused personal leave days shall be accumulated from school year to school year, up to five days.
5. Teachers will be paid at the same rate of pay as is received by a substitute teacher for each unused personal leave day if requested by the teacher, or for the day(s) that would cause the accumulated total to exceed five. The additional dollars will be included with the first possible check after computation. For those employees less than full-time, the rate of pay will be pro-rated.
6. Personal leave days may be used to extend a paid or unpaid holiday or vacation provided for in this Agreement or as part of the school calendar.
7. Employees using personal leave or a wellness day shall be limited to the following maximum number of employees on any one day with regard to the following attendance centers, with split assignments identified with the building in which the evaluating supervisor is located, and based upon respective request dates:
 - High School - 4
 - Middle School - 4
 - West Side - 2
 - John Cline - 3

D. MILITARY LEAVE.

Employees shall be granted a military leave of absence as required by law.

Article VIII: PAID LEAVES OF ABSENCE continued:

E. PROFESSIONAL LEAVE.

Each employee may request up to three (3) days per school year to be used for professional leave. Professional leave days may be used for any educational purpose selected by the employee and approved by the administration. The employee planning to use a professional leave day shall request the leave from his/her principal at least one week in advance of his/her absence. Prior approval will be necessary for reimbursement of expenses related to this leave. The reasons for any denial of a professional leave request shall be reported in writing to the affected employee. Whenever reasonably possible, registration fees and hotel costs will be billed directly to the District by using purchase orders. All other approved expense reimbursements will be completed within ten (10) school days of the date of approval by the Board.

F. FAMILY ILLNESS.

An employee shall be excused without loss of pay for up to five (5) days annually, with accumulation to seven (7) days, in the event of illness of or injury to the specific relative or members of the immediate household as defined in (A) above. The employee may request in writing additional days of family illness leave, with cost of the substitute deducted.

Article IX: UNPAID LEAVE OF ABSENCES

Employees shall be entitled to only the following leaves of absence without pay except as specifically set forth below.

A. SERVICE LEAVE.

When an employee has five (5) or more years of employment in the District, that employee is eligible for one (1) year of unpaid leave of absence which shall be taken for any reason provided that a suitable replacement can be found. Upon completion of ten (10) years' service, the employee shall be granted another one (1) year leave of absence. Service leave shall be accumulated up to two (2) years for use after the tenth (10th) year of experience. Requests for leave of absence must be submitted to the Superintendent by March 1 preceding the school year that the leave is to be effective.

Upon returning from the Service Leave, the employee shall be guaranteed employment in the area for which the teacher is certified with all rights and privileges accrued prior to the commencement of the leave. The possibility of the employee resuming the position held prior to the commencement of Service Leave shall be discussed by the employee and the Superintendent prior to commencing leave, and resumption of the position will occur upon return if the position remains essentially intact at the end of the leave. If the position has been eliminated or substantially changed, the resumption of the position cannot be guaranteed by the District.

B. EXTENDED LEAVE.

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability or the exhaustion of sick leave, whichever occurs later. All insurance benefits provided by this Agreement shall be continued for the duration of this leave with costs distributed between the employee and the Board as set forth in Article XVIII of this Agreement.

C. FAMILY & MEDICAL EXTENDED LEAVE.

The provisions of the Family and Medical Leave Act are hereby incorporated into this Agreement by reference, with the exception that any employee who has worked for the District for less than 1250 hours during the last twelve (12) month period shall have his or her leave pro-rated to the extent of the number of hours worked during the last twelve (12) month period. The parties agree to restrict the remedy for the violation of the Act to the grievance procedure; provided, however, that if the law prevents such a remedy limitation, then the grievance procedure shall not be available, and the sole remedy shall be that provided in the Act. This inclusion of the Act in this Agreement shall in no way reduce or adversely impact any other provisions of this Agreement.

Upon returning from Extended Leave or Family & Medical Extended Leave, the employee shall be guaranteed employment in the area for which the teacher is certified with all rights and privileges accrued prior to the commencement of the leave. The possibility of the employee resuming the position held prior to the commencement of Extended Leave or Family & Medical Extended Leave shall be discussed by the employee and the Superintendent prior to commencing leave, but the resumption of the position cannot be guaranteed by the District.

The Superintendent may, in his/her discretion, grant unpaid leaves of absence in emergency situations or in situations where an employee is unable to return to the District for work due to reasons beyond the employee's control. Each employee shall be granted one (1) unpaid leave day per year with an accumulation not to exceed five (5) days. All personal and wellness days **MUST** be used before unpaid leave will be granted.

Article X: ASSOCIATION BUSINESS LEAVE

A. ASSOCIATION BUSINESS LEAVE.

At the beginning of each school year, the Board will credit the Association with five (5) days of paid leave for the transaction of Association business. The Association shall provide advanced notice of when those leave days will be used and who will use them. Association business leave days may be used in increments of one-half (1/2) day.

Article XI: REDUCTION IN FORCE

When in the judgment of the District there is a necessity for a reduction in staff, the District shall accomplish the same by attrition where possible. In the event such reduction cannot be accomplished by attrition, the following policy shall be followed:

A. NOTIFICATION:

The Board shall provide written notice to the Association and to each employee who may possibly be affected by staff reduction by March 1 where possible but no later than April 30.

B. CATEGORIES:

As determined by level and subject area being taught, certified staff shall be placed into one of the following categories:

PK-5 classroom teacher and Title I teacher with elementary certification
6-8 with appropriate certification for these grade levels

9-12 classroom teacher with secondary certification/subject area by department of current teaching assignment(s): agriculture, business education, language arts, industrial technology, family and consumer science, foreign language, health, mathematics, science, and social studies.

K-12 Art
K-12 Gifted and Talented
K-12 Guidance
K-12 Media
K-12 Music
K-12 Physical Education
PK-12 Special Education

C. RIF POINTS:

1. Each certified staff member shall be allotted one point for each full year of service in the Decorah Community School District. Part-time certified staff shall be allotted pro-rated points on the fraction of time for each year's contract.
2. An additional one (1) point may be allotted for service earned in another school district (three (3) points maximum).
3. An additional six (6) points may be allotted for horizontal placement on salary schedule for educational attainment beyond the B.A. level. The points shall be allotted as follows:

BA+12	1 point	MA	4 points
BA+24	2 points	MA+12	5 points
BA+36	3 points	MA+24	6 points
4. The sum of years of service in the Decorah Community School district, up to three years of service in another school district, and horizontal placement on the salary schedule shall determine the certified staff member's RIF points.

D. PROCEDURE:

1. The RIF points of all certified staff in the above category where the reduction shall occur shall be compared, and the employee with the least number of RIF points in the category shall be the employee who shall be reduced from employment. However, if the employee with the least number of RIF points is necessary in order for the District to maintain an existing educational program, the employee with the next lowest number of RIF points not necessary to maintain an existing program of the District shall be the employee reduced from employment. An educational program is defined as any individual course currently being offered by the district for which students receive graduation credit.

2. If RIF points for two certified staff members in the same category are equal, the following criteria shall be used in this order to determine which staff member shall be retained:
 - (a) Training: The certified staff member having participated most recently in course work or workshops in his/her area of assignment.
 - (b) Co-Curricular Assignments: The certified staff member holding a co-curricular contract.
3. Articles XIII (Voluntary Transfers) and XIV (Involuntary Transfers) may not be used to circumvent the effect of this article.

E. RIF POINTS LIST:

No later than December 1 of each school year, the Board shall provide to all employees and the Association a list showing RIF¹ points of each employee and the employee's area(s) of certification, job category, and building assignment(s). Employees will have ten (10) school days to notify the Board of any inaccuracies in this list. This list as corrected will be used for any reduction in force or recall during the contract year.

F. RECALL RIGHTS:

Employees who have been terminated because of a reduction in force shall be recalled in reverse order to the category from which reduced. In recall, the Board may override RIF points if necessary to maintain an existing educational program. The right to recall shall be in effect for two (2) years following the effective date of the resulting contract termination.

Written notice of recall shall be sent to said employee at his/her last known address by certified letter using restricted delivery service with delivery receipt requested. It will be the responsibility of each employee to notify the Board of any change in address. A copy of said notice shall be sent to the Association.

Failure of the employee reduced pursuant to the provisions of this Article to respond affirmatively to a notice of recall from the Board within five (5) calendar days after date of receipt of notice shall result in termination of the employee's right to recall.

An employee may, without losing recall rights, refuse or otherwise fail to respond affirmatively to an offer of recall involving a position which is less than the FTE position from which the employee was reduced. If the employee accepts recall to a position of lesser FTE, he/she shall retain a one-time recall right to a position of greater FTE, not to exceed the FTE position from which the employee was reduced, unless the employee is subsequently laid off.

An employee reduced pursuant to the provisions of this Article and re-hired by the Board shall be given a contract and credit for the years of experience held as an employee of the District prior to reduction. An employee who has qualified for advancement to a higher educational lane shall also move to the corresponding incremental step on the higher lane. No employee shall be retained or re-hired for a position for which he/she is not legally certified.

The Board shall provide the Association with a list of those employees reduced pursuant to the provisions of this Article.

Article XII: EMPLOYEE EVALUATION PROCEDURES

A. NOTIFICATION.

The Board will, within five (5) weeks after the start of the school year, identify to each employee the supervisory individual who will be responsible for that employee's evaluation. The supervisor shall notify the employee of the evaluation procedures and discuss with the employee the criteria that will be used in the evaluation as set forth in the evaluation instrument.

A new employee or an employee reassigned after the beginning of the school term shall be notified, by the appropriate supervisor, of the evaluation procedures in effect. Such notification shall be within two (2) weeks of the employee's first day in his/her new assignment.

No formal evaluation shall take place until such orientation has been completed.

B. PROBATIONARY EMPLOYEES.

Probationary employees are those employees with less than two (2) years of experience in the school district. In both probationary years, a minimum of one pre-evaluation conference, one observation, and one post-observation conference shall be conducted during each semester. At least once during each of the two probationary years, a summative written evaluation shall be completed by the supervisor. A copy of such evaluation shall be provided to the employee and a copy shall be placed in the employee's evaluation file.

C. FORMAL OBSERVATION.

Each employee no longer on probation shall be observed by his/her principal or appropriate supervisor at least once every three years for the purpose of formal evaluation. A pre-evaluation conference must be held between the appropriate supervisor and the employee at least five (5) days prior to the first observation so that the evaluator may be apprised of the objectives, methods, and materials planned for the performance situation to be evaluated.

Each formal written evaluation shall be preceded by at least one (1) observation of at least thirty (30) consecutive minutes. There shall be at least a fifteen (15) school day period between each formal evaluation unless otherwise requested by the employee.

D. EVALUATION CONFERENCE.

A conference shall be held between the employee and the evaluator at which time a copy of the written evaluation shall be given to the employee within seven (7) school days following the observation.

The employee and the evaluator shall discuss the employee's strengths, any areas needing improvement, and possible solutions. Any formal re-evaluation shall be in compliance with the procedures of this article. Both the employee and the evaluator shall sign the written report, and a copy shall be given to the employee. The employee's signature shall only indicate the employee's awareness of the evaluation and shall not be interpreted to mean agreement with the evaluation. No employee shall be required to sign a blank or incomplete evaluation.

E. OTHER OBSERVATIONS.

The evaluating supervisor may make other observations of the employee's performance with or without notice and may receive other information relating to the employee's performance. Any such observation or information shall be discussed with the employee prior to entering it in the employee's evaluation file.

Article XII: EMPLOYEE EVALUATION PROCEDURES continued:

F. REMEDIATION,

When performance deficiencies are noted by the supervisor, a conference will be held with the employee. An employee may request an Association representative be present if desired. The deficiencies shall be discussed at that time. Within ten (10) school days after this conference, the supervisor and the employee will meet to determine the action plan for correcting the deficiencies. The action plan will include written expectations for improvement which will be as specific as reasonably possible. The employee shall be provided a minimum of fifteen (15) school days, unless an extension is mutually agreed upon by both parties, to correct the deficiencies. At the end of this time, the evaluation shall be written by the supervisor. A copy of such evaluation shall be provided to the employee and a copy shall be placed in the employees' evaluation file.

G. INTENSIVE ASSISTANCE,

If deficiencies still exist after Remediation, the supervisor or employee may request that another district administrator evaluate the employee's performance. When such evaluation is requested, the administrator shall be designated by the superintendent. Intensive Assistance shall follow the same process as that used for Remediation.

H. EVALUATION FILE.

Only documents that have been signed and dated by both the employee and the evaluating supervisor shall be contained in the employee's evaluation file. Each employee has a right to review and copy all documents contained in the employee's evaluation file. Each employee shall also have the right to respond in writing to any documents contained in the evaluation file.

The employee has the right to grieve the evaluation for any of the following reasons.

- 1) The evaluation is arbitrary, capricious, or biased.
- 2) The evaluation is derived from a misapplication of the instrument.
- 3) Required evaluation procedures were not followed.

I. EMPLOYEE EVALUATION PROCEDURES.

The criteria on which evaluations will be based will be the Iowa Teaching Standards and Criteria.

Article XIII: VOLUNTARY TRANSFERS

A. DEFINITIONS.

1. Transfer. The assignment of an employee to a different job classification, grade level, subject area, or building shall be considered a transfer.
2. Voluntary Transfer. A voluntary transfer is a transfer requested by the employee.
3. Vacancy. A vacancy is any assignment that an employee leaves for reason of long-term leave, staff reduction, reassignment, resignation, termination, transfer, or other reason which remains partially or entirely in existence within the District or that is caused by a new position created by the District.

B. PROCEDURE.

1. Posting. The superintendent shall post in all buildings vacancies as they occur. Such notice shall be posted for at least ten (10) days to allow an employee who has not previously filed a written request for transfer to request a voluntary transfer to said vacancy. Notice of vacancies that occur after May 1 will be sent to each employee who has submitted a request to transfer to that position, posted in each building, and mailed to the Association President.
2. Filing Request. An employee who desires a transfer may file a written request for the same with the Superintendent, identifying the job classification, grade level, subject area, or building to which the employee wishes to be transferred, in order of preference. Such general requests for transfer shall be submitted not later than May 1 for the following school year or by December 1 for the second semester of the same school year.
3. Assignment Posting Period. As soon as reasonably possible, but no later than May 1, the Superintendent shall post in each building and simultaneously deliver to the Association a system-wide schedule showing the known job classification(s), class and/or subject assignment(s), room assignment(s), and building assignment(s) for the forthcoming year for all employees. Notice of assignments that become known or are changed after May 1 shall be delivered or mailed by the Superintendent to the affected employee upon knowledge of same, and these affected employees shall have an additional two weeks thereafter to file a written request for transfer.
4. Interview. The Superintendent shall consider all requests for transfer on file and shall interview those wishing to transfer to the vacancy. No request for transfer will be denied or made for wholly arbitrary and capricious reasons. Current employees will be interviewed for vacancies prior to the interview of any non-employee applicant.
5. Consideration of Current Employees. No new hire will be employed nor involuntary transfer made to fill a vacancy until current employees requesting transfer have been interviewed for the vacancy.
6. Decision. The Superintendent shall determine which, if any, of the transfer requests for the vacancy shall be granted, based upon the needs of the District as determined by the Superintendent and shall notify requesting employees of the decision.
7. Notification. All employees whose request for transfer to the vacancy were not granted shall be provided with written reasons for the denial.

C. RETURN RIGHTS.

Any employee who transfers to an administrative or supervisory position and who later returns to former status shall be entitled to retain such rights as may have accrued under this Agreement prior to such transfer to administrative or supervisory status.

Article XIV: INVOLUNTARY TRANSFERS

A. **DEFINITIONS.**

1. **Transfer.** The assignments of an employee to a different job classification, grade level, subject area, or building shall be considered a transfer.
2. **Involuntary Transfer.** An involuntary transfer is a transfer not initiated by the employee's request.
3. **Vacancy.** A vacancy is any assignment that an employee leaves for reason of long term leave, staff reduction, reassignment, resignation, termination, transfer, or other cause, which partially or entirely remains in existence within the District, or when a new position is created by the District.

B. **USE OF VOLUNTARY REQUESTS.**

This Article will only apply when the vacant position cannot be filled pursuant to Article XIII: Voluntary Transfers.

C. **NOTICE.**

Notification of an involuntary transfer shall be given in writing to the affected employee with a copy to the Association as soon as practical and in no case later than the last day of the school year, except in situations beyond the Board's control.

D. **PROCEDURE.**

An involuntary transfer shall be based upon the needs of the District. No involuntary transfer shall be made arbitrarily or capriciously. An employee involuntarily transferred shall be entitled to a meeting with the Superintendent, at which time the employee shall be given written reasons for the transfer.

Article XV: SENIORITY PROVISIONS

A. SENIORITY DETERMINATION.

Seniority shall be District-wide and shall be computed from the date the employee signed his/her individual contract. Employees who work less than full-time shall receive pro-rated seniority. If two (2) or more employees have the same seniority date, the relative order of seniority, for purposes of this Agreement, shall be determined by drawing lots.

B. SENIORITY LIST AND REPORTING

No later than December 1 of each school year, the Board will provide employees access upon request to a list showing the seniority date of each employee employed by the Board and the employee's area(s) of certification, job category for purposes of Article XI, building assignment(s) and courses taught. Each employee's district seniority rank shall be reported in the RIF list provided in Article XI. The Board will notify the Association within two (2) weeks of any changes of rank on the Seniority List.

**Article XVI:
NEW PROFESSIONAL MENTORING PROGRAM**

A. DEFINITIONS.

New Professional Mentoring Program: Decorah Community School District's program of support and assistance for New Professionals.

New Professional: Any licensed individual in his/her first or second year of teaching. All New Professionals must participate in the New Professional Mentoring Program.

Instructional Mentor: A teacher who has been trained and assigned to provide assistance to a New Professional in the district's New Professional Mentoring Program.

B. WAGES.

1. Instructional Mentor. Each Instructional Mentor shall receive the compensation provided by the State of Iowa per semester for mentoring one New Professional. An Instructional Mentor shall mentor no more than one New Professional each semester. Training and required District mentoring meetings outside the regular workday and/or contract year shall be paid at the teacher's per diem rate.

2. New Professionals. Training and required District mentoring meetings outside the regular workday and/or contract year shall be paid at the teacher's per diem rate.

C. EVALUATION.

1. The model Comprehensive Evaluation currently being developed by the Iowa Department of Education pursuant to Section 256.9(51) of the Iowa Code, shall be the basis for negotiating the evaluation to be utilized by the district to determine successful completion of the mentoring program under Chapter 284 of the Iowa Code.

NOTE: This proposal is made for the purposes of opening negotiations on the Comprehensive Evaluation for new employees, and the Association reserves the right to modify the proposal and continue negotiations subsequent to the receipt of the Department of Education model.

2. All professional assistance and interaction between the Instructional Mentor and the New Professional shall be confidential. All written and oral comments between the two shall also be confidential. If the Instructional Mentor violates the confidentiality agreement, that mentor shall be removed from the program.

3. Mentoring assistance and induction plan activities shall not be used in evaluating a New Professional.

4. Instructional Mentors shall not provide data or testimony in subsequent job renewal, termination, arbitration, or licensure proceedings.

5. An Instructional Mentor shall not participate in any informal or formal evaluation of a New Professional, nor be requested or directed to make recommendations supporting or denying continued district employment or recommendations for continuation or renewal for licensure of a New Professional.

6. Other than a notation to the effect that a teacher has served as Instructional Mentor, a teacher's activities as an Instructional Mentor shall not be a part of that teacher's evaluation.

D. PROFESSIONAL LEAVE.

Each Instructional Mentor and each New Professional shall be provided at least two (2) days each quarter of paid professional leave. Such leave may be used for the purpose of completing induction activities including but not limited to such activities as observing other teachers, conferencing, and individual professional skill development.

E. **PROCESS FOR DISSOLVING MENTORING PARTNERSHIPS.**

If a mentor/new professional team experience difficulty or the professional relationship is not working, either the Mentor or the New Professional may request that a new mentor be assigned. The request shall be granted and a new mentor assigned within ten (10) days.

Article XVII: WAGES AND SALARIES

A. SCHOOL YEAR.

The number of days in the school year shall be determined by the Board and provided in writing to the Association at the outset of negotiations. The current salary schedule is based upon a one hundred ninety-one (191) day school year, as determined by the Board.

B. REGULAR SALARY SCHEDULE.

All employees shall be paid according to their proper placement on the regular salary schedule set forth in Schedule A: Salary Schedule. An employee who is offered and accepts an assignment beyond the one hundred ninety-one (191) days will be additionally compensated according to the per diem rate of his/her salary schedule base salary. An employee who works less than full-time shall be paid according to the fractional part of the regular work day that he/she has contracted to work.

C. PLACEMENT OF NEW HIRES.

Upon initial employment, full credit up to the sixteenth (16th) step of any lane on the employee salary schedule shall be given for previous outside teaching experience in a duly accredited school, and full educational lane credit shall be given for graduate school credit earned. New hires without previous teaching experience shall be placed at the base step of the lane appropriate to their education.

D. PLACEMENT OF FORMER EMPLOYEES.

Upon returning to the District, any employee with previous teaching experience in the District shall receive full credit on the salary schedule for all outside teaching experience in the interim and for all graduate school credits earned in the interim, in addition to full credit for previous experience in this District. Such employees who during their absence have not been engaged in teaching or other activities indicated, upon returning to the system, shall be restored at the next step on the salary schedule above that which they left, in addition to receiving credit for all graduate school credits earned.

E. ADVANCEMENT ON SALARY SCHEDULE.

1. Increments. Employees properly placed on the regular salary schedule shall be granted one (1) vertical step on the schedule for each year of service until the maximum for their educational classification has been reached. A year of service consists of employment in the District for more than one semester in one school year. An employee who works a semester in one school year shall be granted one-half (1/2) vertical step on the schedule.
2. Educational Lanes. An employee properly placed on the regular salary schedule who qualified for advancement to a higher educational lane shall move to the corresponding incremental step on the higher lane.

Educational lane movement shall not preclude earned vertical increment advancement; an employee who was at the highest incremental step (maximum salary) on the former training lane shall be advanced one (1) step on the new training lane if such step is available.

The employee shall file suitable evidence of additional educational credit with the Superintendent by September 1. An official transcript must be filed in the Superintendent's Office by October 31 of the contract year.

Pay adjustments shall be retroactive to the beginning of the same semester.

Article XVII: WAGES AND SALARIES continued:

F. EXTRA ASSIGNMENTS AND COMPENSATION

Employees will be paid \$20 (twenty dollars) per hour for inservice training and per diem for curriculum work requested by the District which occurs outside the normal work day and/or outside specified contract days.

G. METHOD OF PAYMENT.

1. Pay Periods. Each employee shall be paid in twenty-four (24) equal installments on the fifteenth (15th) and twenty-eighth (28th) of each month beginning with the 15th and 28th of September. However, upon termination of employment for any reason, salary earned but not yet paid shall be paid to the employee according to law.
2. Procedures. Each employee shall receive his/her checks at his/her regular building(s) and on regular school days unless otherwise designated by the employee or under the following exceptions:
 - a. Holidays, Vacations, and Weekends. When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
 - b. New Hires. Employees who are new to the teaching profession may, at their option, elect to receive up to fifty percent (50%) of the first salary installment after the completion of the first five (5) work days of employment. The balance of the contracted salary shall then be pro-rated over the remaining pay periods.
 - c. Summer Checks. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee for receipt on or before the pay period days listed above.

G. PHASE II AND PHASE III.

Phase II funds shall be distributed according to Schedule B: Phase II Salary Schedule. The Phase III plan shall be submitted to the Association for approval by the Phase III facilitators at least thirty (30) days before the application deadline. Association approval of the Phase III plan must be secured before the Phase III application shall be assigned by the Association president.

Article XVIII: SUPPLEMENTAL PAY

A. CO-CURRICULAR ACTIVITIES.

1. Approved Activities. The co-curricular activities listed in Schedule C: Supplemental Salary Schedule are official school-sponsored activities.
2. Rates of Pay. Employee participation in co-curricular activities shall be compensated according to the rate of pay in Schedule C: Supplemental Salary Schedule.
3. Non-Contracted Pay. Co-curricular activities not included in Schedule C shall be assigned or voluntary and compensated all according to past practice.

B. EXPENSES OF TRAVELING EMPLOYEES.

1. Personal Vehicle. An employee who is requested to use his/her own personal vehicle in the performance of their duties and/or an employee who is assigned to more than one (1) school per day shall be reimbursed for all travel in the performance of duty and between multi school sites as noted in the following chart:

Between High School/John Cline campus and Middle School/East Side campus - \$36.00

.7 mile per daily trip times 180 days

Between High School/John Cline campus and West Side campus - \$47.00

.9 mile per daily trip times 180 days

Between Middle School/East Side campus and West Side campus - \$52.00

1 mile per daily trip times 180 days

2. Liability Coverage. The Board shall provide liability insurance protection for employees when their personal vehicles are used as provided in this section, according to the terms specified in Article XVIII: Insurance.

C. PAYMENT OPTION.

Employees contracted on the supplemental pay schedule shall have the option to receive payment of salary for such duties during the period covered in the supplemental contract in equal bi-monthly installments or during the entire year in equal installments selected for the teaching contract salary.

Article XIX: INSURANCE

A. COVERAGE.

Insurance programs provided by the Board shall be for twelve (12) consecutive months (beginning September 1, 2004, and ending August 31, 2005). Employees new to the District shall be covered by such insurance no later than one (1) month after initial employment.

B. DESCRIPTIONS.

Descriptions of all insurance coverages provided by the Board shall be attached to this Agreement and made part thereof by this reference.

C. CONTINUATION.

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue through the balance of the school year. An employee on paid leave, or unpaid leave of less than a one (1) year duration, shall continue to have Board contributions made according to the levels described in this Article. An employee on unpaid leave for one (1) year or longer shall have the option to continue any or all of the Board-paid programs by paying the premiums himself/herself to the Board by the end of the month in which the premium was paid to the carrier and shall be notified of the amounts and the billing date(s) by the Board at the commencement of his/her leave and at the time of any change in premium rate or billing date.

D. INSURANCE PROGRAMS PROVIDED BY THE BOARD.

1. Health and Major Medical. Each employee and his or her immediate family members shall be covered by a health and major medical program, with the cost of the single \$250 deductible plan (Plan C) contributed by the District. Employees selecting a health plan which costs more than the \$250 plan will be required to pay the additional cost. Employees selecting a health plan which costs less than the \$250 plan will receive the difference in salary. Family coverage will cost the difference between the cost of the \$250 plan and the family coverage plan selected.
2. Tax Sheltered Annuities. The payment of annuities may be deducted from the salaries of certificated personnel provided that written application for such deductions shall be on file with the Board Secretary. Termination of an annuity will occur after the receipt by the Board Secretary of a written request for termination by the employee.
3. Life. Each employee shall be covered by a term life insurance program, fully paid by the Board, that provides the benefits specified in past practice with a face value of \$35,000.
4. Disability. Each employee shall be covered by a long term disability insurance program, fully paid by the Board, that provides the benefits specified in past practice.
5. Worker's Compensation. Each employee shall be covered by worker's compensation fully paid for by the Board. All fringe benefits shall continue to remain in full force and effect for the duration of such absence.
6. Dental. Each employee and his/her dependent family members shall be covered by a dental insurance plan according to the benefits and other conditions specified in past practice.
7. Liability. Each employee shall be covered by liability insurance covering job-related performance of duties, fully paid for by the Board, that provides the benefits specified in past practice.
8. Vehicle Liability. Each employee requested or required to use his/her personal vehicle in his/her assigned duties shall be covered during the requested and required use by auto liability insurance fully paid for by the Board, that provides the benefits specified in this section: the minimum amount of coverage shall be \$100,000.00 coverage per person, \$500,000.00 coverage per accident, \$100,000.00 property damage per accident, \$100,000.00/\$100,000.00 per accident for uninsured drivers and underinsured driver.

Article XX: SAFETY PROVISIONS

A. PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY.

1. Unsafe and Hazardous Conditions. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
2. Bomb Threats. In all cases in which a school official is notified of a bomb threat, the affected building or buildings shall be closed by the Superintendent and all employees and students evacuated until such time as a thorough search reveals that a danger does not exist.

B. CLASSROOM VISITATION.

When parents or guardians request the opportunity to visit a classroom to observe his/her student, the scheduling of such visitations shall be through the school building principal or designee and include appropriate and timely notice to the affected employee.

Article XXI: IN-SERVICE EDUCATION

- A. **Definitions.** In-service education is any professional education that occurs during the regular school work day and during the in-school work year.
- B. **Reimbursement.** To the extent that an employee is requested or required to receive any training, the Board shall pay the full cost of such education to include fees, tuition, books, materials, mileage, meals, and other room and board charges, and reasonable out-of-pocket expenses.
- C. **Number of Days.** There shall be no more than six (6) days for in-service education during the employee work year.

Article XXII: COMPLIANCE CLAUSES AND DURATION

A. SEPARABILITY.

If any term of this Agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such item or application shall be deemed valid and subsisting only to the extent permitted by law. The Board and the Association shall enter into immediate negotiations to replace said item under appropriately modified impasse timelines under Chapter 20, Code of Iowa, as same may be amended. All other items and applications shall continue in full force and effect.

B. DURATION.

This Agreement shall be effective as of July 1, 2006. This Agreement shall continue in effect until June 30, 2007.

C. SIGNATURE CLAUSE.

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon.

Decorah Education Association

By: James L. Felt
President

By: Patrick R. Teerin
Chief Negotiator

Decorah Community School District

By: Ramona Nelson
President

By: Steven G. Chambers
Superintendent

APPENDIX A: GRIEVANCE FORM

Distribution of Form

1. Association
2. Employee
3. Employer

Step 1: Date Filed _____

Step 2: Date Filed _____

Grievant(s)

STEP 2

A. Date Violation Occurred _____

B. Section(s) of the Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date

STEP 3

- A. _____
Signature of Grievant Date
- B. Disposition by Superintendent or Designee

Signature of Superintendent or Designee Date

STEP 4

- A. _____
Signature of Association Representative
- B. _____
Date Filed

APPENDIX B: DUES DEDUCTION AUTHORIZATION FORM

TO: STAFF MEMBERS - DECORAH COMMUNITY SCHOOLS

The dues deduction authorization is to be turned in to your building representative along with your unified membership form. Your building representative will turn it over to the Treasurer of the Decorah Education Association. Do NOT send it directly to the Central Office. Be sure the amounts are filled in on both forms. Thank you.

DUES DEDUCTION AUTHORIZATION

I hereby request and authorize the Board of Education of the Decorah Community School District, as my remitting agent, to deduct from my earnings over -- ☐ **eighteen (18)** or ☐ **seven (7)** -- equal pay periods a sufficient amount to provide for the total payment of my dues and/or special assessments and to remit monthly on my behalf to the Treasurer of the Decorah Education Association that amount which has been deducted.

_____	\$ _____	_____
Date	Total Dues	Signature of Employee

*(This form is Due by September 7 if you select 7 pay periods --
by October 4 if you select 18 pay periods.)*

PLEASE COMPLETE

Employee _____

Effective Date: ☐ October 13, 2006 (18 pay periods)
☐ September 15, 2006 (7 pay periods) Total Dues \$ _____

BOARD-BUSINESS OFFICE USE ONLY

Employee _____

Withholding Dates October 13, 2006 through June 28, 2007 (18 pay periods)

Withholding Dates September 15, 2006 through December 15, 2006 (7 pay periods)

Total Dues \$ _____ divided by _____ pay periods

Amount Per Pay Period \$ _____

Decorah Community School District
BASIC SALARY SCHEDULE
2006/07

Schedule A

Years Experience		BA Base	BA+12 1.03	BA+24 1.06	BA+36 1.075	MA 1.10	MA+12 1.13	MA+24 1.16
Contract Days ->		191						
Step	Index	I	II	III	IV	V	VI	VII
1	1.0000	25330	26090	26850	27230	27863	28623	29383
2	1.0340	26191	26977	27763	28156	28810	29596	30382
3	1.0692	27083	27895	28708	29114	29791	30604	31416
4	1.1051	27992	28832	29672	30092	30791	31631	32471
5	1.1432	28957	29826	30695	31129	31853	32722	33590
6	1.1821	29943	30841	31739	32188	32937	33835	34733
7	1.2223	30961	31890	32819	33283	34057	34986	35915
8	1.2639	32015	32975	33935	34416	35216	36176	37137
9	1.3069	33104	34097	35090	35587	36414	37407	38400
10	1.3513	34228	35255	36282	36796	37651	38678	39705
11	1.3972	35391	36453	37515	38045	38930	39992	41054
12	1.4447	36594	37692	38790	39339	40254	41352	42449
13	1.4938	37838	38973	40108	40676	41622	42757	43892
14	1.5446		40298	41472	42059	43037	44211	45385
15	1.5971		41668	42882	43489	44500	45714	46927
16	1.6151		42138	43365	43979	45002	46229	47456
17	1.6362		42688	43932	44553	45589	46833	48076
18	1.6514		43085	44340	44967	46013	47268	48523
19	1.6700			44839	45474	46531	47800	49069
20	1.6887			45341	45983	47052	48335	49619
21	1.7075			45846	46495	47576	48874	50171
22	1.7267			46362	47018	48111	49423	50735
23	1.7461				47546	48652	49978	51305
24	1.7654				48071	49189	50531	51872
25	1.7854				48616	49747	51103	52460
26	1.8054				49161	50304	51676	53048
27	1.8254					50861	52248	53635
28	1.8461					51438	52841	54244
29	1.8668					52015	53433	54852
30	1.8875					52591	54026	55460

2006-07 Certified Staff

Supplementary Salary Schedule - Index Base \$25,330

Positions	Level	Step 1	Step 2	Step 3	Step 4	Step 5
		Percent Dollars	Percent Dollars	Percent Dollars	Percent Dollars	Percent Dollars
Head Football, Basketball, Baseball, Wrestling, Softball, Volleyball, Cross Country HS Band Director	A	0.15 3800	0.16 4053	0.17 4306	0.18 4559	0.19 4813
Head Track, Golf, Tennis, Soccer HS Dramatics	B	0.12 3040	0.13 3293	0.14 3546	0.15 3800	0.16 4053
Varsity Ath. Assistant Football, Basketball, Wrestling, Softball, Baseball, Volleyball, Cross Country Sophomore Football & Basketball HS Vocal Music, Orchestra 5-12, PK-12 Computer Coordinator	C	0.09 2280	0.1 2533	0.11 2786	0.12 3040	0.13 3293
Head Swimming Varsity Asst. Track 9th Grade Football, Wrestling, Volleyball, Basketball, Baseball, Softball HS Cheerleader Sponsor, HS Yearbook, FFA, Business Professionals, D.E. Sponsors, HS Ind. Speech, Asst. Drama, HS Weight Rm. Sup.	D	0.09 2280	0.095 2406	0.1 2533	0.105 2660	0.11 2786
7th & 8th Football, Basketball, Wrestling	E	0.068 1722	0.074 1874	0.08 2026	0.085 2153	0.091 2305
7th & 8th Track, Volleyball Assistant Band Director (2), Asst Soccer MS Yearbook/Photography	F	0.057 1444	0.063 1596	0.068 1722	0.074 1874	0.08 2026
8th Baseball, Softball HS Speech/Lg. Group, HS Flag Corp., MS Cheerleading, Newspaper, MS Vocal Music, Asst. Drama, Aud. Tech., Public Relations	G	0.04 1013	0.045 1140	0.05 1267	0.055 1393	0.06 1520
Temp. Coaching Assistants Jr. Class Chairperson, MS Drama, MathCounts, Peer Helpers, Environthon	H	0.028 709	0.032 811	0.035 887	0.039 988	0.042 1064
Approved Student Activity Clubs, Senior Class Sponsor, National Honor Society	I	0.017 431	0.019 481	0.022 557	0.023 583	0.026 659
Outdoor Education	J	0.012 304	0.014 355	0.017 431	0.018 456	0.021 532

DECORAH COMMUNITY SCHOOL DISTRICT -- Decorah, Iowa 52101

SCHOOL CALENDAR 2006-2007

	S	M	T	W	T	F	S	Aug.	17-18-21-22	- Pre-Service Days
AUG.	6	7	8	9	10	11	12			
	13	14	15	16	WS	WS	19	Aug.	23	Classes Begin for 2006-2007
	20	WS	WS	23	24	25	26			
	27	28	29	30	31					
SEPT.						1	2	Sept.	4	LABOR DAY HOLIDAY--no school
	3	H	5	6	7	8	9	Sept.	11	High School P/T Mtg. (evening)
	10	11	12	13	14	15	16	Sept.	12	Annual School Board Election
	17	18	19	20	21	22	23	Sept.	14	Elem. School P/T Mtg. (evening)
	24	25	26	27	28	29	30	Sept.	18	Middle School P/T Mtg. (evening)
OCT.	1	2	3	WS	5	6	7	Oct.	4	Prof. Dev.--no classes
	8	9	10	11	12	13	14	Oct.	27	End 1 st quarter (46 days)
	15	16	17	18	19	20	21			Inservice--dismiss 2 hr. early
	22	23	24	25	26	<u>27</u>	28			
	29	30	31							
NOV.				1	2	3	4	Nov.	6	P/T Conferences (evening)
	5	6	7	8	9	CD	11	Nov.	9	P/T Conferences (evening)
	12	13	14	15	16	17	18	Nov.	10	No classes (compensatory day)
	19	20	21	22	V	V	25	Nov.	22	1 hour early dismissal
	26	27	28	29	30			Nov.	23-24	THANKSGIVING RECESS -- no school
DEC.						1	2			
	3	4	5	6	7	8	9	Dec.	6	Prof. Dev.--dismiss 2 hr. early
	10	11	12	13	14	15	16	Dec.	22	1 hour early dismissal
	17	18	19	20	21	22	23	Dec.	26-Jan. 2	WINTER RECESS--no classes
	24	H	V	V	V	V	30			
	31									
JAN.								Jan.	3	Classes Resume
		V	V	3	4	5	6	Jan.	11	End 2nd quarter (44 days)
	7	8	9	10	<u>11</u>	WS	13			End 1st semester (90 days)
	14	15	16	17	18	19	20	Jan.	12	Inservice Day--no classes
	21	22	23	24	25	26	27	Jan.	15	Begin 2nd semester
	28	29	30	31				Jan.	31	Prof. Dev.--dismiss 2 hr. early
FEB.					1	2	3	Feb.	8	P/T Conf. (Elem. & MS - evenings)
	4	5	6	7	8	9	10	Feb.	13	P/T Conf. (Elem. & MS - evenings)
	11	12	13	14	15	CD	17	Feb.	16	No classes (compensatory day)
	18	H	20	21	22	23	24	Feb.	19	PRESIDENTS' DAY--no classes
	25	26	27	28						
MAR.					1	2	3	Mar.	7	Prof. Dev.--dismiss 2 hr. early
	4	5	6	7	8	9	10	Mar.	16	End 3 rd Quarter (43 days)
	11	12	13	14	15	<u>16</u>	17			Inservice--dismiss 2 hrs. early
	18	19	20	21	22	23	24	Mar.	27	P/T Conf. (High School - Evenings)
	25	26	27	28	29	30	31	Mar.	29	P/T Conf. (High School - evenings)
APRIL	1	2	3	4	5	V	7	Apr.	6	Good Friday
	8	9	10	11	12	13	14	Apr.	8	EASTER SUNDAY
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
	29	30								
MAY			1	2	3	4	5	May	9	Prof. Dev.--dismiss 2 hr. early
	6	7	8	9	10	11	12	May	18	Last day for seniors
	13	14	15	16	17	18	19	May	23	End 4 th Quarter (47 days)
	20	21	22	<u>23</u>	24	25	26			End 2 nd semester (90 days)
	27	H	29	30	31			May	27	COMMENCEMENT

Makeup-Schedule

3rd Day - May 24

4th Day - May 25

This calendar has 180 days of instruction. Iowa law allows the use of Parent-Teacher Conference days as instructional time. Therefore, the first two weather-related, no-school days will not be rescheduled.